



KEAN

Lecturer Conversions

APPLICATION CALENDAR

for Conversion effective Academic Year 2024-2025

Lecturer Conversion Activity	To be Completed on or Before
1. Lecturer submits application for consideration of conversion to Department Chair ¹ .	June 3, 2024 (Mon.)
2. Department Chair ² reviews application and forwards recommendation to the College Dean.	June 17, 2024 (Mon.)
3. College Dean reviews application and makes recommendation to the Provost/Senior Vice President for Academic Affairs.	July 1, 2024 (Mon.)
4. Provost/Senior Vice President for Academic Affairs sends written notification of decision to the Lecturer.	July 15, 2024 (Mon.)
5. Conversion to 10-Month or 12-Month appointment takes effect.	September 1, 2024

¹ In departments where there is no Department Chair, the application should be submitted to the Director.

² The Department Chair should consult with program coordinators as necessary prior to making a final recommendation.